

News Letter

AMERICAN MANAGEMENT ASSOCIATION

20 Vesey Street

New York, N. Y.

No 17

November 20, 1924

OFFICE EXECUTIVES' DIVISION CONFERENCE

DECEMBER 11 AND 12

to be held at the

Metropolitan Life Insurance Company Building
11th Floor, 1 Madison Ave., New York City

Thursday, December 11th

Afternoon

2:00 P.M. REGISTRATION.

3:00 P.M. Harry Arthur Hopf, H. A. Hopf and
Company, *Presiding.*

The following five papers comprise a
study of "Salary Administration" un-
dertaken as a part of the Association's
1924 Research Program:

"Principles of Salary Administration,"
by H. B. Bergen, Henry L. Doherty
and Company.

A treatment of the general principles
of scientific salary administration, in-
cluding job classification, salary stan-
dardization, salary adjustment, etc.

4:00 P.M. "Grading the Office Job" by Prof. For-
rest A. Kingsbury, University of
Chicago.

The technique of Job Grading as de-
veloped in a large bank.

5:00 P.M. "A method and Device for Wage Con-
trol" by W. H. Vickers, Manager, Em-
ployment and Personnel Department,
Consolidated Gas, Electric Light and
Power Company of Baltimore.
Instruments and procedure used in
making wage adjustments.

6:30 P.M. INFORMAL DINNER—MUSIC

At the Fifth Avenue Restaurant, across
the park from the Metropolitan Life
Insurance Company building.

Evening

8:00 P.M. "Salary Standardization" by J. E.
Raasch, H. A. Hopf and Company.
The technique of salary standardiza-
tion as developed in a large office or-
ganization.

9:00 P.M. "A Statistical Study of Salary Data" by Dr. Marion A. Bills, Life Insurance Sales Research Bureau.

A study of salary data from a large number of office organizations where clerical classification has been established, including intercorrelation of such items as efficiency, length of service, salary, etc.

Leaders of discussion of the above papers will be: Sterling B. Cramer, Vice-President, Illinois Merchants' Trust Company.

Geoffrey S. Childs, Office Manager, Alexander Hamilton Institute.

Walter R. Fletcher, Office Manager, The Stanley Works.

W. H. Winans, Industrial Relations Department, Union Carbide Company.

Friday, December 12th

Forenoon Walter M. Stone, Office Manager, Jordan Marsh Company, *Presiding*.

10:00 A.M. "Training of Office Employees" by L. N. Denniston, Superintendent, Instruction and Training, Travelers Insurance Company.

10:40 A.M. "Training of Clerical Workers," by Earl B. Morgan, Manager, Employment and Service, Curtis Publishing Company.

11:00 A.M. "Training of File Clerks" by Ethel Scholfield.

Leaders of discussion of these papers will be:

Henry C. Link, Lord and Taylor.
Roger C. Steffan, Credit Department, National City Bank.

11:30 A.M. "Standardization of Office Equipment" by John Barnaby, Office Equipment Specialist.

Leader of discussion will be Robert H. Thompson, Carnegie Steel Company.

12:30 P.M. LUNCHEON: Given by the Metropolitan Life Insurance Company.

M. B. Folsom, Assistant to President, Eastman Kodak Company, *Presiding*.
Speaker: H. L. Davis, New York Telephone Company
Subject: "Supervision."

Afternoon F. L. Kerr, Cashier, Pacific Bank *Presiding*.

2:00 P.M. "Measurement and Control of Output" by Wallace Clark, Consulting Management Engineer.

Leader of discussion will be Mrs. L. M. Gilbreth, Frank B. Gilbreth, Inc.

2:45 P.M. "The Field of Office Management" by M. B. Folsom, Assistant to President, Eastman Kodak Company.

3:30 P.M. Trips through the Metropolitan Life Insurance Company building.
1. Points of general interest.
2. Specific points such as the central stenographic department, dictaphone department, filing department, etc.

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Committee in-Charge of the Office Executives' Division.

F. L. Rowland, Manager.
Personnel and Planning Department,
Lincoln National Life Insurance Company.

Walter M. Stone, Office Manager,
Jordan Marsh Company.

Wallace Clark, Consulting Management Engineer.

Henry W. Cook, Vice-President,
Northwestern National Life Insurance Company.

J. W. Jones, Controller of Administration,
Federal Reserve Bank of New York.

W. H. Barton, Office Manager,
Portland Gas and Coke Company.

F. L. Kerr, Cashier,
Pacific Bank.

W. A. Jones, General Office Manager,
Henry L. Doherty and Company.

M. B. Folsom, Assistant to President,
Eastman Kodak Company, *Chairman*.

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WHY A REGISTRATION FEE?

The practice of financing convention expenses by means of a registration fee is being adopted by professional societies generally.

A registration fee has the particular advantage of keeping away people who are only casually interested—but who take up much time asking elementary questions.

It also equalizes conditions between those who can attend and those who by reason of distance or other engagements cannot attend.

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ADVANCE REGISTRATIONS AND DINNER TICKETS

In order to facilitate the sometimes tedious process of registration, this office will be glad to receive advance notices of your attendance together with the registration fee of \$2.00. Reservations for the informal dinner on Thursday evening should also be made in advance. Check for dinner tickets at \$2.00 each may be sent with the registration fee.

Those attending the meeting are invited to be the guests of the Metropolitan Life Insurance Company at luncheon on Friday.

Please check and return the enclosed card so that we may know how many will be present on these occasions.

ANNUAL CONVENTION

The Annual Convention is now definitely scheduled to be held at the Hotel Astor, New York City, January 28, 29 and 30th. The Annual Meeting will take place at 4:45 P.M. on Wednesday, January 28th. Further details of the convention and a program will be available about the middle of December. Members of the Program Committee are:

Raymond J. Comyns, Assistant Sales Manager,
Alexander Hamilton Institute.

E. S. Cowdrick.

H. Keyes Eastman, Factory Manager,
Hills Brothers Company.

H. A. Fountain, Treasurer,
Ohio Public Service Company.

C. W. Garrett, Statistician,
Pennsylvania Railroad Company.

Northrop Holbrook, Assistant Secretary,
Irving Bank-Columbia Trust Company.

Melville D. Liming, Manager,
Bureau of Commercial and Industrial Affairs,
Boston Chamber of Commerce.

Rudolph Neuendorffer, Secretary,
The Guardian Life Insurance Company of
America.

Martin Dodge, Manager, Industrial Bureau,
Merchants' Association of N. Y., Chairman.

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NEW MEMBERS .

Since October 7th the following Company members have been elected:

Borden's Farm Products Company, Inc., New York, N. Y.
Delaware and Hudson Company, New York, N. Y.

In addition to these Company members, twelve individual members have been elected since the above date.

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THE NORFOLK AND WESTERN SAFETY CAR

One of the most important features connected with accident prevention work on the Norfolk and Western is the safety picture-lecture car. By means of this car, which moves regularly over the entire system, the unsafe practices in which railroad men sometimes indulge are brought to their attention in an impressive way. The car has traveled nearly 18,000 miles and has exhibited at 254 points. Each tour consumes about 14 months. An exhibition consists of a short lecture on the principles of safety, an illustrated slide lecture showing safe and unsafe practices and finally a safety film. In fact the car is in every respect a miniature motion picture house and is as efficient in most respects as any.

